

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 6-20			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-C-11-009		Contract Period 01/01/2011 To 02/28/2017 Base Option Period Number 6		Title of Work Assignment/SF Site Name Pretreatment Support					
Contractor TETRA TECH, INC.				Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval				Period of Performance From 01/19/2017 To 02/28/2017					
Comments:									
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund									
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.									
SFO <input type="checkbox"/> (Max 2)									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents)	Site/Project (Max 8)	Cost Org/Code
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:		LOE:					
01/01/2011 To 02/28/2017									
This Action:									
Total:									
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:				Cost/Fee		LOE:			
Cumulative Approved:				Cost/Fee		LOE:			
Work Assignment Manager Name Kathryn Kazior						Branch/Mail Code:			
_____ (Signature)						_____ (Date)			
Project Officer Name Robin Danesi						Phone Number: 202-564-2696			
_____ (Signature)						_____ (Date)			
Other Agency Official Name						FAX Number:			
_____ (Signature)						_____ (Date)			
Contracting Official Name Brad Heath						Branch/Mail Code:			
_____ (Signature)						_____ (Date)			
1/19/2017						Phone Number: 513-487-2352			
						FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-11-009
WORK ASSIGNMENT 6-20**

TITLE: National Pretreatment Program Support

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

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Rebecca Christopher Alternate WACOR Phone: (202) 564-2444 Fax: (202) 564-6431 christopher.rebecca@epa.gov		EPA East Building 1201 Constitution Ave., NW Room 7329B Washington, DC 20004
Jan Marie Pickrel Alternate WACOR Phone: (202) 564-7904 Fax: (202) 564-6431 pickrel.jan@epa.gov		EPA East Building 1201 Constitution Ave., NW Room 7329A Washington, DC 20004

PERIOD OF PERFORMANCE: January 19, 2017 through February 28, 2017

PURPOSE: The Water Permits Division (WPD) within the Office of Wastewater Management (OWM) is responsible for the development and implementation of the National Pretreatment Program, which is a component of the National Pollutant Discharge Elimination System (NPDES) program. This program and its regulations address requirements for, and oversight of, Publicly Owned Treatment Works (POTWs) and Industrial Users (IUs) who introduce pollutants into POTWs, as well State programs to oversee the POTWs and IUs. Recent activities affecting the Pretreatment Program include a program evaluation conducted by the Environmental Protection Agency (EPA) Office of the Inspector General, to which OWM committed to the development of oversight strategies, regulation revisions in 2005, and standards and regulations proposed which affect certain IU sectors.

OBJECTIVE: This work assignment will provide a broad base of technical and administrative tools to support EPA's implementation of the Pretreatment Program Regulations (40 CFR 403). Contractor support shall provide resources needed to support EPA and its State partners in the development of guidance, fact sheets, and case studies, and the development of briefings and training opportunities. These tools will advance OWM's communications and outreach, enabling a more informed public to comply with regulatory requirements.

TASKS:

Task 1: Rule Revisions Follow-up Activities: Guidance Manual Update and Informational Brochure Development [3.10, 3.21]

EPA revised the General Pretreatment Regulations at 40 CFR Part 403 (“Streamlining”, 70 FR 60135, October 14, 2005). Additional regulation promulgations, such as the NPDES Electronic Reporting Rule (80 FR 64064, October 22, 2015), have also revised the General Pretreatment Program Regulations. Consequently, EPA continues to review existing guidance manuals and prioritize them for updating in order to ensure consistency with current regulation and policy. The Office of Wastewater Management (OWM), also, in support of effluent limitation development for both NPDES Permits and IU Control Mechanisms, works with other Agency Offices to communicate results of studies, the development of new analytical methods and the use of monitoring tools. For example, OWM may summarize the results of an Office of Water/ Office of Science and Technology (OST) industry sector “detailed study” conducted as part of the Effluent Guidelines Program Plan into an informational brochure of approximately 5 pages in length to help permit writers or to improve potential permittees’ understanding of their regulatory responsibilities. Similarly, EPA might compile a set of “Frequently Asked Questions” into a document for publication.

For this task, the contractor shall support EPA by:

- For all documents:
 - Participating in EPA workgroup conference calls, collecting and compiling written comments and verbal comments received during the conference calls;
- For documents selected for revision:
 - Reviewing the existing manuals and identifying provisions that have been the subject of regulation or policy change since publication.
 - Recommending draft text to incorporate new regulation and policy change into the draft manuals;
- For documents that have received comments:
 - Recommending text to address comments received within 2 weeks of receipt of comments;
 - Editing the draft documents to incorporate EPA’s decision on the recommended ways to address received comments within 3 weeks of EPA direction.
 - Following receipt and incorporation of edits from EPA management review, the contractor shall process final document for webposting.

Subtask 1A. Document updates are currently in various stages of completion: some document updates are being drafted, some are in draft form and being reviewed by stakeholders and management, and some are being finalized after resolution of received comments. Documents #1 and #2 are “over-arching” general programmatic documents that may need additional edits as the other documents (further down on the list below) are updated and revised:

1. Guidance Manual for POTW Pretreatment Program Development (“Development Manual” update to October 1983 document) –*EPA is currently reviewing draft revised document received from Contractor on April 21, 2016. Contractor shall support preparation of document to begin solicitation of stakeholder comments. EPA currently expects to conduct comment solicitation in stages [first EPA and states, followed by NACWA].*

Subtask 1A Deliverables: Recommended revisions to address EPA’s comments within 10 days of EPA’s comments; revised final documents within 3 weeks of WACOR concurrence in suitable format for publication, and website posting.

Subtask 1B. The contractor shall develop 2 or 3 short informational brochures (e.g., “Frequently Asked Questions” [FAQs] format or case study reports), approximately 5 pages in length, designed to help NPDES permit writers and Pretreatment Program Coordinators on a variety of topics pertinent to program implementation, typically by reformatting previously published materials (e.g., excerpting preamble language from a published regulation on a particular topic). Example subjects might include recent changes in the federal regulations, recent studies completed on particular industry sectors as part of the Effluent Guidelines Program Plan (Clean Water Act Section 304(m)), or revisions to wastewater analytical methods. The contractor shall also support EPA in minor editing of existing brochures and other reporting forms, as issues may be identified in them that need clarification or correction.

Specific topics identified at this time include:

1. Applicability of Research and Development facilities to Categorical Pretreatment Standards

Upon receipt of comments from EPA, Contractor shall submit revised draft-final version of document to EPA within 3 weeks of EPA comments.

Final documents shall be formatted in Adobe Acrobat, suitable for posting on the EPA website.

Task 2: EPA-Regional and State Technical Activities Support [1.1.3, 1.2]

Subtask 2.A. Audits and Inspections: The contractor shall support EPA in conducting on-site program reviews and more formal program “audits” or inspections of States and/or POTW Pretreatment programs [Pretreatment Compliance Audit or PCA, and Pretreatment Compliance Inspection or PCI, respectively]. Inspections shall include an assessment of the extent to which States, POTWs or industrial discharges to POTWs, are complying with requirements in approved Pretreatment Programs, POTW National Pollutant Discharges Elimination System (NPDES) Permits and IU permits, State and federal regulations. The contractor shall follow the procedures outlined in the EPA audit guidance manual, preparing forms and a narrative summary. See Control Authority Audit Checklist and Instructions (EPA #833/B-10-001, February 2010)

http://www3.epa.gov/npdes/pubs/final_pca_checklist_and_instructions_%20feb2010.pdf and updates, and also Form 3560. For Pretreatment Compliance Inspections (PCIs), the same general procedures are followed, except that certain program elements (e.g., legal authority review, local limits development) are identified by the EPA Regional coordinator per site for exclusion from the overall review. EPA or the State will furnish the contractor with background documents (POTW permit and fact sheet, annual report, prior audit report) particular to each POTW Pretreatment Program, with which the contractor is expected to be familiar prior to the audit/inspection. Such familiarization is expected to take approximately 8 hours of collective staff time prior to each audit. The contractor shall not conduct any sampling or analysis of POTW or industrial user influent or effluent, nor statistical sampling. The

contractor is advised to calculate its manpower and cost requirements based upon the following projections:

- Review of approximately 2 small to medium POTW pretreatment programs (< 15 Significant Industrial Users) to begin upon WACOR identification of locations (e.g., Ithaca and Chemung, NY). A PCA of this size would typically require two experienced technical employees (contractors) each, whereas a PCI is more abbreviated (as described above). The WACOR will identify specific locations, and any specific dates, upon coordination with State and EPA Regional Coordinators.

Subtask 2A Deliverables: Draft audit/inspection report due within 15 days of conducting onsite activities. Draft report will be revised and finalized within 10 days of the WACOR providing comments to Contractor.

Subtask 2B. Meeting Support, Conferences, Training, Webcasts: The contractor shall support EPA in conducting training on pretreatment and municipal wastewater topics.

1. The Contractor is currently helping draft webinar modules (format typically Microsoft PowerPoint compatible) for a future webcast broadcast to the public. For planning purposes, the Contractor shall assume that a training module will be approximately 2 hours in length. The following topics have been identified:
 - a. Training on *Best Practices for NPDES Permit Writers and Pretreatment Coordinators to Address Toxic and Hazardous Chemical Discharges to POTWs and Pretreatment Program Factsheet on Hazardous Waste Reporting Requirements for Industrial Users under 40 CFR 403.12(p)&(j)*

Subtask 2B Deliverables: Deliverables include incorporating edits per EPA comments and preparing for in-person presentation.

QUALITY ASSURANCE STATEMENT

QA Statement: EPA requires an approved QAPP whenever tasks involve the generation, distribution or use of environmental data which will be used, or has the potential for being used, in environmental decision making. Environmental data is information that describes environmental processes, locations or conditions, and health effects or consequences. It can be collected directly from measurements (primary data), produced from models, or compiled from other sources (existing or secondary data). Tasks 1, and 2 do not require a QAPP as these do not involve environmental data. When it becomes apparent environmental data is to be used, an amendment to this Work Assignment shall be issued to include the preparation of a QAPP in the work plan.

OTHER REQUIREMENTS

Reporting

Progress reports shall be submitted in accordance with the reporting requirements of the contract. In addition, the contractor shall maintain contact with the WACOR to advise of progress and problems. All documents shall be delivered in Word, Excel, PowerPoint, and/or PDF format, as requested by the WACOR. The contractor shall notify the WACOR immediately when expenditures of 75% and 90% of the work assignment LOE or funding (including pipeline costs) are reached.

The contractor shall be prepared to submit for inspection copies of all work in progress any time as requested by the WACOR. The contractor shall not release information or comments on works performed under this work assignment without the WACOR's prior written authorization. Wherever practicable, all written materials submitted to EPA must be doubled-sided and on recycled paper. All computer disks submitted to the WACOR shall be scanned for, and identified as free from viruses.

Travel

All travel shall be approved in advance by the Contract-Level Contracting Officer's Representative (CL-COR) and shall be in accordance with the contract. Travel is expected to occur for specifically Task 2.

Information Collection

All collection of information and data shall be in accordance with the Office of Water Quality Management Plan and OMB requirements under the Paperwork Reduction Act.

Meetings, Conferences, Training Events, Award Ceremonies and Receptions

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the CL-COR.

Conference / Meeting Guidelines and Limitations

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Table: Deliverables Schedule		
Task	Deliverables Summary	Due Date
Task 1.A. – General	1. Recommend text to address comments received 2. Edit draft documents to incorporate EPA decision on recommended text	1. Within 2 weeks of receipt of comments from EPA 2. Within 3 weeks of EPA decision
Task 1.B: Informational Brochures	1. Draft Fact Sheet 2. Revisions to Fact Sheet 3. Posting on Web	1. Within 30 days of receipt of information from WACOR 2. Within 3 weeks of EPA comments 3. Within 1 week following EPA management concurrence.
Task 2.A: Audit s and PCIs	▪Draft Audit Report ▪Final Audit Report	▪Draft reports due within 30 days of conducting onsite activities. ▪[Draft] final reports will be revised and finalized within 10 days of WACOR providing comments to Contractor
Task 2.B: Webinars	3 Training on Best Practices document	Completed before February 2017 or as updated via Technical Direction

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						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 02/28/2017 Base Option Period Number 6			Title of Work Assignment/SF Site Name Pretreatment Support				
Contractor TETRA TECH, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval					Period of Performance From 01/19/2017 To 02/28/2017					
Comments: This Work Plan Approval incorporates a funding ceiling of \$30,000.00. The contractor shall not exceed this funding ceiling without written authorization from the Contracting Officer.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
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Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee: \$0.00		LOE: 0						
01/01/2011 To 02/28/2017										
This Action:		\$46,394.00		383						
Total:		\$46,394.00		383						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: 02/03/2017		Cost/Fee \$46,394.00		LOE: 383						
Cumulative Approved:		Cost/Fee \$46,394.00		LOE: 383						
Work Assignment Manager Name Kathryn Kazior						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-2696				
						FAX Number:				
Project Officer Name Robin Danesi						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-1846				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Brad Heath						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2352				
						FAX Number:				

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 6-22			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 02/28/2017 Base Option Period Number 6			Title of Work Assignment/SF Site Name NPDES ICR			
Contractor TETRA TECH, INC.					Specify Section and paragraph of Contract SOW See PWS				
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 01/01/2017 To 02/28/2017			
Comments: This work assignment shall not commence until January 1, 2017.									
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>									
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Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents)	Site/Project (Max 8)	Cost Org/Code
1									
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Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:			LOE:				
01/01/2011 To 02/28/2017									
This Action:									
Total:									
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:					Cost/Fee		LOE:		
Cumulative Approved:					Cost/Fee		LOE:		
Work Assignment Manager Name Amelia Letnes <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:		
							Phone Number: 202-564-5627		
							FAX Number:		
Project Officer Name Robin Danesi <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:		
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Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:		
							Phone Number:		
							FAX Number:		
Contracting Official Name Brad Heath <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:		
							Phone Number: 513-487-2352		
							FAX Number:		

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-11-009
WORK ASSIGNMENT 6-22**

Title: Support for NPDES Data Collection and Information Management

Work Assignment Contracting Officer's Representative (WACOR):

Amelia Letnes Phone: (202) 564-5627 Fax (202) 564-9544 letnes.amelia@epa.gov	<u>USPS Mailing Address</u> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<u>Courier Address</u> EPA East Building 1201 Constitution Ave., NW Room 7135D Washington, DC 20004
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Period of Performance: January 1, 2017 through February 28, 2017

Background:

Under the Paperwork Reduction Act (PRA) of 1995, the Agency is required to obtain Office of Management and Budget (OMB) approval before it can request the public to submit information or retain records, be it via paper or electronically. The package of materials describing an information collection that is submitted by the Agency to OMB is called an "Information Collection Request" or "ICR." Any monitoring, reporting, or record keeping requirement imposed on non-federal respondents by EPA will require an ICR. When an ICR is needed, it is subject to OMB review and approval regardless of whether the information is collected voluntarily, or is required to receive a grant or a benefit. Often, the information collection effort is aided by the use of OMB-approved forms associated with the ICR. As with all information collection activities, EPA must routinely evaluate its forms and make modifications as necessary to reflect current responsibilities and identify opportunities to streamline information collection efforts. Preparing an ICR requires that EPA estimate the burden incurred by respondents and the Agency for collecting, reporting, and maintaining the necessary information.

Scope of Work:

This work assignment provides for support to the Water Permits Division to address ongoing data collection needs as well as to begin to resolve information management challenges. The Contractor shall provide technical support to EPA under the tasks described below. Support under the work assignment may require the Contractor to perform on a rapid response, quick turn-around basis.

Task 1: Consolidate and Draft ICRs

The Contractor shall provide support to EPA efforts to finalize the draft consolidated ICR, created under WA 5-22. The following ICRs have been included in the consolidated ICR:

ICR Number	Title	Expiration
2040-0250	Consolidated Animal Sectors ICR *	11/31/2015
2040-0284	Pesticides General Permit ICR*	11/31/2015
2040-0241	Cooling Water Intake Structures - New Facility**	12/31/2015
2040-0004	Consolidated NPDES ICR**	12/31/2015
2040-0009	National Pretreatment Program: Streamlining Final Rule **	4/30/2016
2040-0257	Cooling Water Intake Structures Existing Facility (Phase II)	10/31/2017
N/A	Steam-Electric ELG	N/A
N/A	E-Reporting Rulemaking	N/A

*At OMB for review

**Will be submitted to OMB under previous WA

The consolidated draft will include

- All above listed ICRs, and any additional ELGs or NPDES rulemakings finalized before the draft is submitted to EPA. EPA does not anticipate any additional rulemakings in that timeframe.
- Transition to the new format for all ICRs.
- General streamlining in format and language to clarify the overall burden hours.

Activities under this WA include:

1. Prepare draft ICR, including supporting statement and data. (Continuing the work done under WA 5-22)
2. Respond to EPA comments on draft ICR documents and revise as necessary
3. Prepare draft federal register notice

Items 4-6 are on hold pending technical direction by the WACOR.

4. Prepare draft responses to public comments on the draft supporting statement
5. Prepare final ICR(s) supporting statements
6. Prepare materials for submission to OMB

Task 1 Deliverables:

Revised ICR draft including all EPA comments, and all supporting documentation (including but not limited to underlying spreadsheets, draft federal register notice, and historical documents) are due to EPA by 1/31/17.

Level of Effort:

EPA estimates 80 hours for this task

Task 2: Quality Assurance Project Plan

QAPP Requirement. EPA requires that all environmental data used in decision making be supported by an approved Quality Assurance Project Plan (QAPP). The following deliverables may contain environmental data: ICRs with estimated costs and burdens, documents associated with ICR development (e.g., ICR supporting statements, EPA response to EPA and public comments on the draft ICRs, Form 83-1, action memos, fact sheets, consolidated ICR plans) outlines of information

and issues (such as data gaps) to be addressed, and additional deliverables specified in technical directives. If these deliverables do contain environmental data, a QAPP is required to describe the contractor's plan for assuring the quality of these data over their life cycle. The contractor may begin work on data-related activities (e.g., data generation, data management, data distribution, or data use) described in Tasks 1 of this work assignment under the previous QAPP for WA 0-22, but must update it pursuant to this WA's tasks and activities and submit it to EPA's QA coordinator for review and approval. All data-related activities shall be conducted in accordance with the Office of Water Quality Management Plan (QMP).

Task 2 deliverables: The contractor should submit the updated QAPP within 30 days of the receipt of this work assignment. The contractor should confer with the WACOR and QA Coordinator to discuss updating the QAPP should any questions or need for clarification arise. Monthly progress reports should describe (a) the contractor's progress on implementing the QAPP and resolving old data quality issues, and (b) any new issues.

Other Requirements:

Reporting

Progress Reports shall be submitted in accordance with the reporting requirements of the contract. In addition, the contractor shall maintain contact with the WACOR to advise of progress and problems. All documents shall be delivered in Word, Excel, HTML, and/or PDF format, as requested by the WACOR. The contractor shall notify the EPA immediately when expenditures of 75% and 90% of the work assignment LOE or funding (including pipeline costs) are reached.

The contractor shall be prepared to submit for inspection copies of all work in progress any time as requested by the WACOR. The contractor shall not release information or comments on works performed under this work assignment without the WACOR's prior written authorization. Wherever practicable, all written materials submitted to EPA must be doubled-sided and on recycled paper. All computer disks submitted to the WACOR shall be scanned for, and identified as free from viruses.

Travel

No travel other than local travel is expected under this work assignment.

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Contractor TETRA TECH, INC.					Specify Section and paragraph of Contract SOW See PWS					
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Contractor WP Dated:						Cost/Fee		LOE:		
Cumulative Approved:						Cost/Fee		LOE:		
Work Assignment Manager Name Shamima Akhter							Branch/Mail Code:			
_____ (Signature) _____ (Date)							Phone Number: 202-566-1341			
							FAX Number:			
Project Officer Name Robin Danesi							Branch/Mail Code:			
_____ (Signature) _____ (Date)							Phone Number: 202-564-1846			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
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Contracting Official Name Brad Heath							Branch/Mail Code:			
_____ (Signature) 12/31/2016 (Date)							Phone Number: 513-487-2352			
							FAX Number:			

**Performance Work Statement
Contract EP-C-11-009
Work Assignment 6-26**

Title: Technical and Administrative Support for Federal-State Toxicology and Risk Analysis Committee (FSTRAC) and Inland HABs Discussion Group Webinars

Work Assignment Contracting Officer's Representative (WACOR)

Shamima Akhter
Health and Ecological Criteria Division (MC 4304T)
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Washington, DC 20460
Phone (202) 566-1341
akhter.shamima@epa.gov

Alternate Work Assignment Contracting Officer's Representative (Alternate WACOR)

Lesley D'Anglada
Health and Ecological Criteria Division (MC 4304T)
Office of Water, Office of Science and Technology
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Washington, DC 20460
Phone: (202) 566-1125
danglada.lesley@epa.gov

Period of Performance: January 1, 2017 through February 28, 2017

Contract PWS: 1.3, 4.0, 5.0, 6.0

Background Information:

The mission of the United States Environmental Protection Agency's (EPA) Office of Water (OW) is to protect public health and the environment from adverse effects of pollutants (e.g., chemicals and microorganisms) in media, such as ambient water, drinking water, wastewater, sewage sludge and sediments. This work assignment (WA) provides logistical technical support for the Federal-State Toxicology and Risk Analysis Committee (FSTRAC) meetings and teleconferences. FSTRAC is a committee made up of representatives from the State/Tribal health and environmental agencies, and the U.S. Environmental Protection Agency (EPA) Headquarters and Regional personnel. FSTRAC is an integral part of our communication strategy with States for human health and ecological risks associated with water contamination. The focus of FSTRAC is to share information and to develop well-rounded, integrated approaches to risk assessment, risk management, and standard setting issues for drinking water and surface water contaminants. Webinars are conducted and teleconferences are held to discuss

planning and logistical details for the webinars, as well as discussions on ongoing FSTRAC projects. This national communication network helps develop consistent risk analyses across the country and provides states, regions, and Federal Governments access to information that can improve regulatory action and prevent duplication of effort.

The Inland HABs Discussion Group is an informal discussion group made of representatives from the State/Tribal health and environmental agencies, Federal agencies academia and NGOs created to breach a communication gap with respect to inland HAB research, monitoring, human and ecological health risk assessment, education, and outreach. This group is led by OST, CDC and USGS and conducts two hour webinars three times a year.

Purpose

Contractor support is required to provide technical and administrative support to plan, develop and document FSTRAC telephone conferences and HABs webinars/workshop. The contractor shall provide the necessary personnel, facilities, and equipment, except when such facilities and equipment may be provided by EPA, and otherwise do all things necessary for, or incidental to providing logistic support for FSTRAC and the HABs group. This support shall include both pre- and post-meeting activity, as well as support during the meetings. Specific tasks are described below.

Required Staffing

Since the FSTRAC and HABs meetings involve technical discussions, the staff assigned to support the meeting needs to be very familiar with running these meetings and providing technical expertise for developing accurate meeting proceedings.

General Tasks

In FY 2016, FSTRAC meetings will be held as teleconferences. In this performance period, two (2) webinars will be held by teleconferences.

Task Detail:

Task 0

The contractor shall develop a work plan to address the tasks identified in this work assignment. The contractor is requested to develop a work plan following the sequence of tasks in the order listed in the work assignment.

Task 1: Pre-meeting (Materials) for 2 Webinars for FSTRAC and one Webinar for HABs

FSTRAC: Two webinars are planned for this performance period. The date and details for these webinars are still to be determined.

HABs: One webinar is planned for this performance period. The date and details for this webinar

is still to be determined.

The contractor shall develop for EPA approval the following materials for three FSTRAC webinar in this period (dates to be determined):

- Preliminary Agenda/Announcements
- Final Agenda

Preliminary Agenda, Announcement

The EPA WACOR shall provide the contractor a list of items for the preliminary agenda for this webinar planned for this performance period. The dates for the webinars are to be determined. The contractor shall provide the EPA WACOR a draft of the Preliminary Agenda for review and approval. Based on the EPA WACOR's comments, through written technical direction, the contractor shall develop the Final Preliminary Agenda.

This Final Preliminary Agenda shall be QA/QC'd by the Contractor and reviewed by the EPA WACOR to assure accuracy of information and shall contain no typographical errors and sent electronically to all members and invited speakers.

The Contractor shall also provide the Preliminary Agenda electronically to the EPA WACOR for loading onto EPA's FSTRAC web-site. The format will be determined by the EPA WACOR and conveyed to the contractor via technical direction.

Final Agenda

The EPA WACOR will provide the contractor a list of items for the final agenda. The contractor shall format the final agenda for the meeting. The Contractor shall provide the EPA WACOR a draft of the agenda for review and approval. Based on the EPA WACOR's comments, the contractor shall develop the final agenda.

The final agenda shall be QA/QC'd by the contractor to assure accuracy of information and typographical errors.

Task 2: Pre-Meeting (Activities)

Solicitation to Increase FSTRAC Membership

The contractor shall solicit both regional and state FSTRAC representatives to increase participation and attendance at the webinar. In addition, the contractor shall update the FSTRAC membership list as new members are added and address changes are made to current members.

Expert Presenters

Some expert presenters may be recommended by EPA. In the event that EPA is unable to recommend suitable experts, the contractor shall secure expert presenters, when requested by

EPA WACOR, to present their latest state-of-the-art information in their areas of expertise during the meeting. Additional experts may include representatives of States, Indian Tribes, environmental organizations, industry representatives, EPA HQ and Regional Offices, representatives of other federal agencies and others. The contractor shall contact and provide names, organizational affiliation, phone and fax numbers, email addresses and topics of interest to FSTRAC members from the additional speakers.

Meeting Registration

EPA will develop registration through Eventbrite page. The contractor shall assist EPA WACOR with members email addresses, Speakers handout materials, agenda and bios of speakers for the registration.

Task 3: Webinar Support (for FSTRAC and HABs webinars)

The contractor shall provide an experienced technical writer to take notes throughout the webinars to record presentations and discussions for the post-meeting report.

Task 4: Post Meeting Support (for FSTRAC and HABs webinars)

Based on actual attendance, the contractor shall develop an alphabetical final typed attendance list and send it to the EPA WACOR electronically one week following the meeting. The contractor shall deliver a draft meeting summary which should include transcript of audio-taping and the notes taken from the meeting. The EPA WACOR will review the draft summary and provide comments to the contractor. After incorporating the EPA WACOR's comments, the contractor shall distribute the draft meeting summary to the speakers for review before finalizing the meeting summary report. The contractor shall produce a final draft based on the EPA WACOR's and the speakers written comments. The contractor shall send a copy of the final draft electronically, in the format specified, to the EPA WACOR. After receiving comments from the EPA WAM, the contractor shall finalize the Meeting Summary Report.

The contractor shall send electronically the final FSTRAC Summary Report to the FSTRAC members and guests who participated in the meeting including the EPA WACOR and speakers. FSTRAC summary reports shall be 508 compliant.

Task 5: Maintenance of Share Point Site

The contractor shall provide the FSTRAC members with access to the SharePoint site or similar hosted web page to allow them to post information that they want to share with other FSTRAC members. In addition, the contractor's SharePoint site or similar hosted web page will give FSTRAC members the capability of sending e-mail notifications to other FSTRAC members through an Alerts function. The Contractor will provide instructions to the FSTRAC members on how to post information to the SharePoint site or similar hosted web page and also on how to send e-mail alerts through the site.

Schedule of Deliverables

Task 1: Pre-meeting materials

Preliminary Agenda	8 weeks prior to scheduled meeting date
Final Preliminary Agenda	6 weeks prior to scheduled meeting date
Final Agenda	2 weeks prior to scheduled meeting date

Task 2: Pre-Meeting Activities

Membership Solicitation	Ongoing
Expert Presenters	8-12 weeks prior to scheduled meeting date
Accept and Record Registration	Ongoing
Obtain Speaker Biographies	Ongoing
Follow-up with Speakers	Ongoing

Task 3: Webinar Support Task completed on date of meeting

Task 4: Post Meeting Support

Final Attendance list	One week following the meeting
Draft Meeting Summary	Three weeks following the meeting
Final Meeting Summary – 508 compliant	One week following comments from EPA WACOR
Distribution of Meeting Summary	Technical Direction from EPA WACOR

Task 5: Maintenance of SharePoint site Ongoing

Quality Control

The contractor is required to ensure good quality control on all products it produces/develops. The EPA WACOR shall review products for completeness, accuracy, and consistency per the work assignment or technical direction issued. Many of the tasks identified herein can be anticipated and planned for; some are quick-turnaround.

Travel

No travel required for webinars.

Special Reporting

The Contractor shall submit a Monthly Progress Report detailing activities undertaken and completed each month with an indication of upcoming tasks to be performed and anticipated problem areas.

No single event under this work assignment is anticipated to exceed \$9,000. The contractor shall immediately notify the EPA Contracting Officer, Contract Level Contracting Officer's Representative and WACOR of any anticipated event. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 6-26				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 02/28/2017 Base Option Period Number 6			Title of Work Assignment/SF Site Name ESTRAC				
Contractor TETRA TECH, INC.						Specify Section and paragraph of Contract SOW See PWS				
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval						Period of Performance From 01/01/2017 To 02/28/2017				
Comments:										
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee: \$0.00				LOE: 0				
01/01/2011 To 02/28/2017										
This Action:		\$1,827.00				17				
Total:		\$1,827.00				17				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		01/18/2017		Cost/Fee \$1,827.00		LOE: 17				
Cumulative Approved:				Cost/Fee \$1,827.00		LOE: 17				
Work Assignment Manager Name Shamima Akhter <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number: 202-566-1341				
						FAX Number:				
Project Officer Name Robin Danesi <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number: 202-564-1846				
						FAX Number:				
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number:				
						FAX Number:				
Contracting Official Name Brad Heath <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number: 513-487-2352				
						FAX Number:				

Work Assignment Form. (WebForms v1.0)

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-11-009
WORK ASSIGNMENT 6-41**

TITLE: Sustainable Utility Management Practices and Planning

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

James Horne
US EPA
1200 Pennsylvania Avenue NW
Mail Code 4204M
Washington, DC 20460
Phone: 202.564.0571
Fax: 202.501.2346
Email: horne.james@epa.gov

**ALTERNATGE WORK ASSIGNMENT CONTRACTING OFFICER'S
REPRESENTATIVE (AWACOR):**

Leslie Corcelli
U.S. EPA
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Washington, D.C. 20460
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PERIOD OF PERFORMANCE: January 1, 2017 through February 28, 2017

BACKGROUND:

In September, 2010 the U.S Environmental Protection Agency issued its *Clean Water and Safe Drinking Water Infrastructure Sustainability Policy*. This Policy describes EPA's strategic directions for ensuring the sustainability of the Nation's water infrastructure, the water and wastewater systems that manage this infrastructure, and the communities served by these systems. Throughout the Policy, EPA stresses the importance of working with water and wastewater systems to help them adopt sustainable planning and operational practices to ensure long-term sustainability, including adoption and implementation of sustainable and innovative technologies.

PURPOSE:

This tasking provides assistance to EPA for a variety of activities designed to help water and wastewater utilities adopt planning approaches and management practices designed to ensure the sustainability of their operations and infrastructure, consistent with the Policy described above.

This amendment simply adds a new Task 9 to the original WA.

TASKS:

Task 0: Prepare Contractor Work Plan

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), cost estimate for each task; contractor's key assumptions, on which staffing plan and budget are based; and qualifications of proposed staff. The contractor shall assure that duplication of effort relative to other ongoing work under this contract is not occurring. This task also includes regular calls with the WACOR or the Alternate WACOR, as necessary, to discuss this work assignment and provide an update on progress. Any substantial changes to this tasking that would change the proposed costs by greater than 10% must be approved by the WACOR or Alternate WACOR.

Deliverables:

0.1 Work plan

The work plan shall be sent to the Contracting Officer (CO) with copies to the WACOR, Alternate COR, and Project Officer.

0.2 Regular calls, as necessary, with EPA WACOR and/or Alternate

Task 1: Promote greater adoption of Sustainability Planning Practices for Water Infrastructure

- 1.1 The contractor shall develop materials based on existing EPA documents such as the *Water Infrastructure Alternatives Analysis Criteria Guide* and other relevant materials. As directed by the WACOR, the contractor shall also provide technical assistance to selected utilities to help them use these materials in various settings and prepare materials documenting the outcome of this assistance.
- 1.2 Draft materials will be submitted to the EPA WACOR no later than 90 days after initiation of this work assignment
- 1.3 Final materials will be submitted to the WACOR no later than 30 days after receipt of comments from the WACOR and other individuals designated by the WACOR
- 1.4 Other materials and technical assistance to selected utilities will take place as needed based on further technical direction and a schedule developed by the WACOR

Deliverable Schedule

Task 0 Prepare Work Plan

Task 1 .1 Prepare draft of supplemental materials

Task 1 .2 Prepare final supplemental materials

Deliverable Due Date

In accordance with contract requirements

Within 60 days of the tasking

Within 45 days of receipt of comments on the draft materials from the WACOR

Task 2: Support for Adoption of Sustainable Utility Management Practices by Utilities

2.1 The contractor shall develop materials and provide necessary technical support for EPA's Sustainable *Utility Management Practices Roadmap Guide* and other relevant documents identified by the WACOR. Assistance may include:

- Case examples
- Revisions to the Roadmap document referenced above
- Other materials to help utilities use the roadmap at their location or through training venues
- Various presentation materials
- Webinar and conference call support
- Other assistance identified by the WACOR

The specific assistance provided under this Task shall be provided through further technical direction from the WACOR

Task 3: Support for Sustainable Management of Small and Rural Utilities

3.1 EPA and the U.S. Department of Agriculture are working together to help small and rural utilities sustainably manage their operations. Under this task, the contractor shall develop new or revised materials and provide technical and implementation assistance for small and rural utilities as well as other technical assistance providers that also support these small utilities. Assistance may include:

- Revisions to existing materials like the *Guide to Sustainable Management of Small and Rural Utilities and Workshop in A Box Guidance*
- Presentation and/or promotional materials, including videos, for use by EPA and other technical assistance providers
- In-person meeting and conference support as well as webinar and conference call support
- Other assistance identified by the WACOR

The specific assistance under this Task shall be provided based on technical direction from the EPA WACOR

Task 4: Effective Utility Management Initiative

4.1 Since 2007, EPA and several water sector associations have collaborated to promote the use of a series of *Attributes of Effectively Managed Utilities and Keys to Management Success*, or

EUM. Under this task, the contractor shall provide support to EPA's work under the EUM initiative based on specific technical direction. This support may include:

- Developmental of written and electronic supplemental materials to help utilities understand EUM and analyze their operations using the EUM Attributes, including the selection of appropriate performance metrics based on the existing EUM Primer
- Case examples highlighting the successful use of the EUM framework by utilities
- Host webinars, meetings, and other discussions at national conferences to promote greater understanding and adoption of EUM
- Supporting efforts by higher capacity utilities to help lower capacity utilities effectively manage their operations using EUM and other approaches

Task 5: Financially Sustainable Utilities

5.1 In early 2015, EPA established the Water Infrastructure Resiliency Finance Center (WIRFC). The objective of the WIRFC is facilitate the adoption of sustainable financing strategies for utilities through information sharing, technical assistance and outreach. The WIRFC also works closely with technical assistance providers like the EPA Environmental Finance Centers. Based on further technical direction from the WACOR, support under this task would support the WIRFC mission through:

- Materials to help utilities identify their most important infrastructure or operational needs, as well as potential funding sources
- Adaptation of existing sustainable planning materials to better meet the needs of small and medium-sized utilities
- Other support identified by the WACOR, based on consultation with WIRFC staff

Task 6: Energy Efficiency for Water and Wastewater Utilities

6.1 An important goal of all water sector utilities is to improve their overall energy efficiency. Since 2008, OWM has played a leading role in helping water sector utilities develop strategies to improve their overall energy efficiency and adopt practices to use renewable sources of energy. This also includes work that can support activities of other Federal agencies like the Department of Energy that have similar goals. **Based on specific technical direction**, activities under this Task could include:

- Providing information to utilities on ways to assess their current energy consumption, conduct energy audits, identify their highest-priority energy savings opportunities, and identify funding sources for energy improvements
- Producing case studies that document successful efforts by utilities to become more energy efficient as well as other innovative approaches for energy efficiency such as energy performance contracts, and others
- Other activities identified by the WACOR through additional technical direction

Additional task for WA 5-41 of EP-C-11-009

Task 7: Facilitation Support for OWM Management Retreat

The contractor shall secure meeting space for a one-day meeting retreat for OWM managers and staff for the purpose of improving internal communication and effectiveness. The meeting date is scheduled for June 16, 2016. Meeting space shall include, but is not limited to, the rental of a room, audio-visual equipment, and sound equipment. The contractor's attendance at the meetings will be directed under other tasks in this work assignment. The location should be within walking distance from our office at the William Jefferson Clinton office building to eliminate travel costs for EPA employees. The contractor will confirm that no Federal Office space is available prior to searching other meeting locations.

Conference related purchases are not expected to exceed \$20,000 under this contract. OWM will provide an executed EPA Form 5170 in accordance with EPA's Guidelines on Conference Spending Guidelines (6/27/14) if at a later date it is determined that the conference expenses will exceed \$20,000. All additional costs must be approved by the Contracting Officer before they are incurred.

Task 8: Facilitation and Technical Support for Utility Recognition and Information Sharing Programs (Peer-to Peer)

The contractor shall assist the WACOR to provide support for recognition programs and other peer-to-peer programs to share information among utilities on sustainable practices and planning, in collaboration with other industry stakeholders and utilities. Based on specific technical direction from the WACOR, this assistance could take the form of:

- Meeting facilitation to develop program guidelines and other
- Webinars to explain program requirements to interested utilities
- Other assistance identified by the WACOR
- Listening sessions to get information on establishing peer-based information sharing programs

Task 9: (New) Wastewater Technology

Sub Task 1: The contractor shall develop a graphic representation of major stakeholders in the wastewater industry (one page). The graphic representation shall show the major categories of stakeholders in the wastewater treatment industry and illustrate connections, interactions and major roles. The graphic shall be organized around the Effective Utility Management framework, based on discussions with the WACOR and others. The contractor shall also provide a brief written description of the major stakeholders or stakeholder groups (one to two pages). The purpose of the document is to provide a clear, high-level picture of the wastewater treatment industry - stakeholders and roles. The audience is federal/EPA decision-makers assessing key roles for federal technical and policy programs. EPA will provide a draft list of stakeholders. The contractor shall refine the list and final categories and options for graphical representations shall be finalized via conference call between EPA and contractor prior to development of graphic and descriptions. The representation shall integrate the SUM/EUM approach into the graphic.

Sub Task 2: Wastewater Treatment Technology Vision for 2040. (One to two pages) The contractor shall support EPA in the development of technology stretch-goal categories that are particularly important to wastewater treatment technology. The stretch goals shall not include numerical targets but shall be written in plain English, defining need and goal language. EPA will provide a draft list of stretch-goal areas. The contractor shall assess and refine list and discuss via conference call prior to development of document

Subtask 3: Leadership Roles – Options (two to three pages) the final part of the paper defines key gaps/leadership needs to successfully make progress in the technology stretch-goal areas. EPA will provide draft list of options. The contractor shall assess and refine and discuss via conference call prior to developing options.

Guidance Regarding Conferences: No single event under this Work Assignment is anticipated to exceed \$20,000. The Contractor shall immediately notify the EPA Contracting Officer, PO and WACOR of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, Seminar or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 6-41			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-C-11-009		Contract Period 01/01/2011 To 02/28/2017 Base Option Period Number 6		Title of Work Assignment/SF Site Name Sustainable Utility Management					
Contractor TETRA TECH, INC.				Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval				Period of Performance From 01/01/2017 To 02/28/2017					
Comments:									
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund									
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.									
SFO <input type="checkbox"/> (Max 2)									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents)	Site/Project (Max 8)	Cost Org/Code
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee: \$0.00		LOE: 0					
01/01/2011 To 02/28/2017									
This Action:		\$54,323.00		413					
Total:		\$54,323.00		413					
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:		Cost/Fee \$54,323.00		LOE: 413					
01/18/2017									
Cumulative Approved:		Cost/Fee \$54,323.00		LOE: 413					
Work Assignment Manager Name James Horne <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> (Signature) (Date) </div>						Branch/Mail Code: Phone Number: 202-564-0571 FAX Number:			
Project Officer Name Robin Danesi <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> (Signature) (Date) </div>						Branch/Mail Code: Phone Number: 202-564-1846 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> (Signature) (Date) </div>						Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Brad Heath <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> (Signature) (Date) </div>						Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:			

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 6-45			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 02/28/2017 Base Option Period Number 6			Title of Work Assignment/SF Site Name Green Infrastructure Support			
Contractor TETRA TECH, INC.					Specify Section and paragraph of Contract SOW See PWS				
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 01/01/2017 To 02/28/2017			
Comments: This work assignment shall not commence until January 1, 2017.									
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund									
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.									
SFO <input type="checkbox"/> (Max 2)									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents)	Site/Project (Max 8)	Cost Org/Code
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:		LOE:					
01/01/2011 To 02/28/2017									
This Action:									
Total:									
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:				Cost/Fee		LOE:			
Cumulative Approved:				Cost/Fee		LOE:			
Work Assignment Manager Name Jamie Piziali <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> (Signature) (Date) </div>						Branch/Mail Code:			
						Phone Number: 202-564-1709			
						FAX Number:			
Project Officer Name Robin Danesi <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> (Signature) (Date) </div>						Branch/Mail Code:			
						Phone Number: 202-564-1846			
						FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> (Signature) (Date) </div>						Branch/Mail Code:			
						Phone Number:			
						FAX Number:			
Contracting Official Name Brad Heath <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> (Signature) (Date) </div>						Branch/Mail Code:			
						Phone Number: 513-487-2352			
						FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-11-009
WORK ASSIGNMENT 6-45**

Title: Support for Green Infrastructure Program

**Work Assignment Contracting Officer's
Representative Manager (WACOR):**

Jamie Piziali
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202-564-6392 fax
piziali.jamie@epa.gov

Alternate WACOR:

Katelyn Lynch Amraen
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202-564-6392 fax
amraen.katelyn@epa.gov

Period of Performance: January 1, 2017 through February 28, 2017

Objective: The tasks identified below will facilitate the adoption of practical and cost-effective green infrastructure practices at the local level by providing training and outreach as well as customized technical support to communities. This support is authorized under Section 3.0 of the contract performance work statement: Technical and Administrative Program Support, as well as 1.0 National Program Development and Oversight and 5.0 Outreach and 6.0 Support for Meetings, Workshops, Conferences, and Webcasts.

Purpose: Municipalities are increasingly interested in green infrastructure to supplement single-purpose “gray” stormwater infrastructure. Green infrastructure manages stormwater by preserving natural features, mimicking natural processes, and providing multiple environmental and social benefits. EPA encourages the use of green infrastructure in National Pollutant Discharge Elimination System (NPDES) permits and enforcement agreements. EPA’s outreach and technical assistance has increased awareness of the function and benefits of green infrastructure. However, a range of institutional and technical barriers still limit the integration of these approaches into municipal stormwater programs. The green infrastructure program will continue to provide outreach and technical assistance to address these barriers and demonstrate the environmental benefits that green infrastructure can provide.

Scope of Work:

TASK 1. Green Infrastructure Technical Assistance Program

Since 2012 EPA has provided technical assistance in communities to advance the national knowledge base on green infrastructure and protect water quality. Selected communities receive assistance with a range of projects aimed at addressing common barriers to green infrastructure, including code review, green infrastructure design, and cost-benefit assessments. Final reports and associated materials (fact sheets, infographics, and related documents) are developed for EPA to support a national audience. The contractor shall keep the WACOR apprised of any schedule changes and share tracking materials with WACOR.

Task 1A: 2012 Green Infrastructure Technical Assistance Program

This task is a continuation of work initiated during earlier Option Periods. In July 2012, EPA selected 17 communities in 16 states to receive targeted technical assistance to advance the implementation of green infrastructure. Technical assistance projects were based on each community's letter of interest, and included code and ordinance review, design guidance, and cost-benefit assessment. While all draft reports are complete, the contractor will finalize any additional edits needs on **approximately 2 reports**: Omaha, NE report and the Seattle, WA projects. Once EPA sends edits to the contractor, the contractor shall complete any edits requested by EPA and deliver a final report that is 508 compliant and **all final products must be written to benefit a national audience.**

DELIVERABLES:

- After receiving EPA comments from the WACOR on the remaining reports the contractor will address any remaining EPA comments and create 508 compliant final reports within 1 week of receiving final comments.
- The contractor will deliver all files associated with 2012 technical assistance projects before the end of the period of performance.

TASK 1B: 2013 Green Infrastructure Technical Assistance Program

This task is a continuation of work initiated during earlier Option Periods. In October 2013, EPA selected 5 additional communities to receive targeted technical assistance to advance the implementation of green infrastructure. Technical assistance projects are based on each community's letter of interest, and include development of conceptual designs, development of a design manual, and development of runoff reduction targets. Technical assistance projects were based on each community's letter of interest, and included code and ordinance review, design guidance, and cost-benefit assessment. While all draft reports are complete, **approximately 4 reports** still need to be finalized (Southeast Michigan Council of Governments; Gary, IN; Lincoln, NE; and Pima County, AZ). Once EPA reviews these reports, the contractor shall complete any edits requested by EPA. All final reports shall be 508 compliant and **all final products must be written to benefit a national audience.**

DELIVERABLES:

- After receiving EPA comments from the WACOR on the remaining reports the contractor will address any remaining EPA comments and create 508 compliant final reports within 1 week of receiving final comments.
- The contractor will deliver all files associated with 2013 technical assistance projects before the end of the period of performance.

TASK 1C: 2014 Green Infrastructure Technical Assistance Program

This task is a continuation of work initiated during earlier Option Periods. In April 2014, EPA selected 14 additional communities to receive targeted technical assistance to advance the implementation of green infrastructure. Technical assistance projects are based on each community's letter of interest, and include development of conceptual designs, development of an operations and maintenance plan, and development of an offsite mitigation plan. While all draft reports are complete, **approximately 5 reports** are waiting to be finalized (Bath, ME; Scranton, PA; Pueblo de Cochiti, NM; Albuquerque, NM; Denver, CO). Once EPA reviews these reports, the contractor shall complete any edits requested by EPA. All final reports shall be 508 compliant and **all final products must be written to benefit a national audience.**

DELIVERABLES:

- After receiving EPA comments from the WACOR on the remaining reports the contractor will address any remaining EPA comments and create 508 compliant final reports within 1 week of receiving final comments.
- The contractor will deliver all files associated with 2014 technical assistance projects before the end of the period of performance.

TASK 2. Website Support

The contractor shall provide technical support in maintaining and developing the green infrastructure website by providing 508 compliance support. The contractor shall also provide support in developing new content or web pages as requested via technical direction by the EPA WACOR. The support may include, but is not limited to, helping to archive webcasts, create 508 compliant files, development of new professional graphics, social media graphics, videos, logos, and other graphic-intensive materials such as infographics. EPA anticipates submitting **approximately 1 request** of this nature. The contractor shall provide support in archiving **approximately 1 webcast** for our website addressing the implementation of green infrastructure. The contractor shall convert presentation materials into 508-compliant materials suitable for posting on EPA's website. This also includes providing a transcript of materials.

When creating content for the Green Infrastructure website, the contractor shall adhere to EPA Style Guide and OneEPA Web guidelines including the following:

- Content and publications added to the website must be compliant with Agency standards, including 508 accessibility, metadata standards, and other published EPA Agency standards and requirements.

- Use of the current framework and structure of the website, until EPA provides a new template to be implemented.
- Multimedia image files that accompany text shall be produced and/or published using the OneEPA Web guidelines current format (.gif, .jpg (or .jpeg), .png) and vector files will also be delivered when created.
- New video files shall be compressed to EPA's current format (.mp4, .flv, .swf) or to new video format requirements as they become available, currently EPA uses YouTube formatting (<http://www.youtube.com/user/USEPAgov>).

DELIVERABLES:

- Webcast Archives: As directed by WACOR, the contractor shall provide support in archiving approximately 1 webcast for our website. The contractor shall convert presentation materials into 508-compliant materials suitable for posting on EPA's website. This also includes providing a transcript of materials. The 508 compliant webcast materials will be delivered 1 week after receiving webcast materials from WACOR.
- 508 compliance support: As directed by WACOR, the contractor shall provide a document that is 508 compliant for posting on EPA's website within 5 days of receiving the document.
- New web/outreach materials: As directed by WACOR, a draft of fact Sheets/infographics/logos/social media graphics and other similar items requested will be delivered within 3 business days of the request. If the contractor has questions regarding any graphics/photographs, they should communicate directly with the WACOR before submitting a draft. If EPA requests additional edited drafts, the contractor will deliver within 3 business days, unless a longer period is specified by WACOR. After EPA sends final comments the contractor will deliver a final version of the document within 5 days. The contractor must ensure they have EPA approval before making final 508 compliant version of graphics/documents.

TASK 3: Quality Assurance Project Plan (QAPP)

All environmental data used in decision making shall be supported by an approved Quality Assurance Project Plan (QAPP). A QAPP for the tasks included in this PWS was developed under a previous Work Assignment. The Contractor shall update this QAPP as needed.

DELIVERABLES:

- Contractor will confirm with updated QAPP memo within 30 days of work plan acceptance. Updates to the QAPP as needed, or requested by the EPA WACOR.

Quality Assurance:

This work will reference and use the contract Quality Assurance Surveillance Plan (QASP).

Reporting Requirements:

The Contractor shall provide the WACOR with a breakdown of dollars spent on individual projects on a quarterly basis at a minimum and when requested by WACOR.

Guidance Regarding Conferences:

The contractor shall immediately alert the EPA WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Guidance Regarding Writing for EPA:

EPA products are to conform to EPA standards. Please reference EPA Stylebook <http://www2.epa.gov/stylebook>. Note also that EPA utilizes AP Style first (<http://www.apstylebook.com>) and U.S. Government Printing Office Style Manual second (<http://www.gpo.gov/fdsys/search/pagedetails.action?granuleId=&packageId=GPO-STYLEMANUAL-2008&fromBrowse=true>)

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 6-45				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 02/28/2017 Base Option Period Number 6			Title of Work Assignment/SF Site Name Green Infrastructure Support				
Contractor TETRA TECH, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval					Period of Performance From 01/01/2017 To 02/28/2017					
Comments:										
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee: \$0.00		LOE: 0						
01/01/2011 To 02/28/2017										
This Action:		\$47,846.00		430						
Total:		\$47,846.00		430						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		01/19/2017		Cost/Fee \$47,846.00		LOE: 430				
Cumulative Approved:				Cost/Fee \$47,846.00		LOE: 430				
Work Assignment Manager Name Jamie Piziali <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number: 202-564-1709				
						FAX Number:				
Project Officer Name Robin Danesi <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number: 202-564-1846				
						FAX Number:				
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number:				
						FAX Number:				
Contracting Official Name Brad Heath <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number: 513-487-2352				
						FAX Number:				

Work Assignment Form. (WebForms v1.0)

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-11-009
WORK ASSIGNMENT 6-52**

Title: Develop training courses (on-line recorded webinars and support for live training) and outreach (Web content and education) to support EPA's Action Development process (ADP).

Work Assignment Contract Officer's Representative (WACOR):

Darryl Adams
Office of the Administrator, Office of Policy
adams.darryl@epa.gov
202-564-6569

Period of Performance: January 1, 2017 through February 28, 2017

Background: The Office of Regulatory Policy and Management (ORPM) is located within the Office of Policy (OP). ORPM is split into two divisions: The Regulatory Management Division (RMD), and the Policy and Regulatory Analysis Division (PRAD). RMD leads the Agency's internal regulatory, policy, and guidance development process and provides numerous services in support of this Action Development Process (ADP).

In the past, OP/RMD has provided a wide range of classroom courses and webinars (not recorded). In light of recent budget cuts, OP RMD is interested in recording training material to make it available to EPA employees who need it and to reduce overall and long-term training costs.

Scope of Work:

Task 0 – Work Assignment Management

Description:

The contractor shall track and monitor this work assignment consistent with the overall contract and keep the WACOR up-to-date on any relevant changes or impacts to the project. The contractor shall provide a single point of contact for the management of all aspects of the tasks under this work assignment. This task also includes monthly progress reports and regular calls with the EPA WACOR or the Alternate WACOR, as necessary, to discuss this work assignment and provide an update on progress.

The contractor shall:

- Submit a work plan which includes major milestones and action items, schedule, staffing plan, level of effort (LOE), cost estimate, and key assumptions. Note that the WACOR will provide specific dates, particularly for the webcasts through technical direction.

- Submit monthly progress reports
- Attend periodic status meetings or calls, as requested by the WACOR.

Deliverable for Task 0:

The contractor shall submit a work plan and cost estimate, in accordance with contract requirements. The contractor shall submit monthly progress reports, in accordance with contract requirements.

Task 1: Support Outreach and Education Efforts for the Office of Policy and the Action Development Process (ADP)

The contractor may be asked to provide assistance in developing or updating web content (not coding) for the ADP process (e.g., the Federal Register Process, Statute and Executive Order Information, etc.), providing Section 508 compliance assistance, developing or updating training tools, or supporting live training courses. Support could include the development of audio/visual and briefing materials, preparing educational and informational outreach materials, developing graphics, coordinating and supporting conference and training logistics, development of participation certificates, recording and summarizing proceedings or evaluation forms, establishing speaker agreements, or purchasing low-cost promotional giveaways for speakers and/or attendees. Specific details relative to outputs will be identified by the EPA WACOR through written technical direction.

Deliverables for Task 1:

1. The contractor shall provide support to EPA by providing a draft of the requested materials per the schedule provided with technical direction from the EPA WACOR.
2. A final version of the requested materials shall be provided within two weeks of receiving comments from the EPA WACOR on the draft materials.

Task 2: Support Other Efforts for the Office of Policy and the Action Development Process

The contractor may be asked to provide assistance in organizing, collecting, indexing, managing, or maintaining records and files for various parts of the regulatory development process. Support might be requested for the Regulatory Flexibility Act (RFA), Small Business Regulatory Enforcement Fairness Act (SBREFA), or other requirements that are part of the regulatory development process. Tasks could include the development of a database to manage response to comment documentation or other regulatory requirements. The contractor might also assist in assembling and managing the electronic docket, following EPA's policy for Section 508 compliance as issued by the Edocket office. Such work may also include providing supporting information and documentation for briefings, cost and analytical data analyses, and assistance in collecting records responsive to requests made under the Freedom of Information Act (FOIA) (note this does not include actually responding to FOIA requests). Deliverables under this task may require fast-response or quick turnarounds of 3 days or less. Specific deliverable and milestone details will be identified by the EPA WACOR through written technical direction.

Deliverables:

Task No.	DELIVERABLE	Schedule
0	The Contractor shall submit a detailed work plan	The contractor shall submit a work plan and cost estimate, in accordance with contract requirements. The contractor shall submit monthly progress reports, in accordance with contract requirements.
1	<ol style="list-style-type: none">1. The contractor shall provide support to EPA by providing a draft of the requested materials per the schedule.2. A final version of the requested materials shall be provided within two weeks of receiving comments from the EPA WACOR on the draft materials.	Based on technical direction provided by WACOR.
2	Specific deliverable and milestone details will be identified by the EPA WACOR through written technical direction.	Based on technical direction provided by WACOR.

Draft and Final written deliverable(s) for review by Work Assignment Contract Officer Representative (WACOR) will be prepared in accordance with the timeframe specified in the Schedule of Benchmarks and Deliverables. All environmental data used by the contractor must be supported by the contractor's Quality Assurance Project Plan.

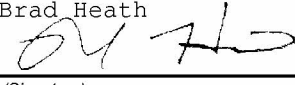
Reporting: All documentation and reporting under this Work Assignment shall be in compliance with contract requirements.

Contractor Identification: Contractor personnel shall always identify themselves as Contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative.

The Contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the WACOR.

No single event under this Work Assignment is anticipated to exceed \$20,000. The Contractor shall immediately notify the EPA Contracting Officer, PO and WACOR of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel

and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 6-72			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 02/28/2017 Base Option Period Number 6			Title of Work Assignment/SF Site Name Water Finance Clearinghouse			
Contractor TETRA TECH, INC.					Specify Section and paragraph of Contract SOW See PWS				
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 01/01/2017 To 02/28/2017			
Comments: This work assignment shall not commence until January 1, 2017.									
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>									
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations data use EPA Form 1900-69A.									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents)	Site/Project (Max 8)	Cost Org/Code
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period: 01/01/2011 To 02/28/2017 Cost/Fee: LOE:									
This Action:									
Total:									
Work Plan / Cost Estimate Approvals									
Contractor WP Dated: Cost/Fee LOE:									
Cumulative Approved: Cost/Fee LOE:									
Work Assignment Manager Name Sonia Brubaker <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-0120 FAX Number:		
Project Officer Name Robin Danesi <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-1846 FAX Number:		
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:		
Contracting Official Name Brad Heath <div style="display: flex; justify-content: space-between;"> <div>  _____ (Signature) </div> <div>12/31/2016 _____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:		

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-11-009
WORK ASSIGNMENT 6-72**

TITLE: Water Finance Clearinghouse and Webinars

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

Sonia Brubaker Phone: 202-564-0120 Fax: 202-501-2346 brubaker.sonia@epa.gov	<u>USPS Mailing Address</u> 1200 Pennsylvania Ave NW (MC 4204M) Washington, DC 20460	<u>Courier Address</u> 1201 Constitution Ave NW Washington, DC 20004
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PERIOD OF PERFORMANCE: January 1, 2017 through February 28, 2017

BACKGROUND

EPA's Water Infrastructure and Resiliency Finance Center (Water Finance Center) was created in January 2015 to identify water infrastructure financing approaches that help communities reach their public health and environmental goals. The Water Finance Center helps communities make informed decisions for their drinking water, wastewater, and stormwater infrastructure.

SCOPE OF WORK

TASK 0: WORK ASSIGNMENT MANAGEMENT

The contractor shall routinely provide performance updates, estimated costs, level of effort (LOE) and key deliverables upon request from EPA's Contract Officers Representative (COR) and/or Alternative COR for all ongoing tasks. Regularly scheduled bi-weekly conference calls and in-person meetings, as needed, will be coordinated between EPA's COR and the contractor to discuss the work assignment and progress of tasks. In addition, the contractor shall provide a monthly progress report that includes implementation plan(s); issues encountered and lessons learned regarding the progress of all tasks, the tracking of expenditures, and any other administrative activities, as requested.

Deliverables: The contractor shall provide a monthly progress report that will include the status of the implementation plan and issues encountered. The contractor shall report all expenditures and provide any relevant invoices as available. The contractor shall maintain a cumulative list of all technical directives. The contractor shall report in accordance with Contract Reporting Requirements. The contractor shall also submit weekly budget reports.

Task 1: Water Finance Clearinghouse Research

A clearinghouse of water finance information will be developed to help communities make informed decisions for their drinking water, wastewater and stormwater infrastructure needs. Stormwater financing information has been identified through a previous Tetra Tech work assignment. The clearinghouse will be designed through EPA's OW Project Management Office.

For Task 1, the contractor will finalize research started in 5-72 and 5-05 to identify water infrastructure finance resources available to communities and drinking water, wastewater, and stormwater utilities including funding sources, financing approaches, case studies, and other resources. If necessary, the contractor may be tasked to develop some resources. These resources will contain information for funding water infrastructure capital projects and predevelopment or other planning requirements. The contractor shall identify available resources and information from national, regional, and state government agencies, industry groups, non-profits, and other institutions that are free of charge and available to the public. EPA's subject matter expert for this task is Kristyn Abhold (abhold.kristyn@epa.gov).

Deliverables:

- The contractor will categorize resources based on funding sources, financing approach, category, resource type, resource source, geographic scope, and date. EPA will provide a draft list of bullets for each of these resources.
- The contractor shall deliver these resources to EPA in a sortable, filterable Microsoft Excel spreadsheet/s. EPA will comment on the draft template and the draft spreadsheets before the final spreadsheet is delivered to EPA.
- Digital copies, and website links, of all free, downloadable resources in the spreadsheet shall be provided to EPA.

Task 2: Learning Module Content

Learning models that provide in-depth guidance and detailed examples on specific water infrastructure financing and funding topics will be developed to assist communities in making informed decisions for their drinking water, wastewater and stormwater infrastructure needs. These web-based learning modules will be designed through EPA's OW Project Management Office and will be incorporated into the Water Finance Clearinghouse.

For Task 2, the contractor will research and compile content for a stormwater finance learning module. This research will include in-depth overviews and examples of funding and financing mechanisms available for stormwater management and should be organized by chapters. It should also include lists of resources within each chapter – pointing users to additional information/tools. If funding allows, additional research may be initiated for additional learning water finance learning models.

Deliverables:

- The contractor, with input from EPA that includes an existing PowerPoint outline, shall develop an outline of the stormwater finance learning model that will contain chapters and content.

- The contractor will deliver to EPA a word document with research synthesized within the agreed-to outline. The content will be formatted by sections within each chapter. Each section will contain information that can be displayed on a PowerPoint slide. Each chapter and sections, where appropriate should include hyperlinks to additional resources/information/tools/publications etc. EPA will comment on the draft document before the final version is delivered to EPA.

ANTICIPATED TRAVEL REQUIREMENTS

All travel shall be approved in advance by the CL-COR and shall be in accordance with the Contract.

ADDITIONAL REQUIREMENTS:

Office direct costs (ODCs) for copying, postage/courier, supplies, computer usage, and graphics are allowed. No other ODCs are allowable as a direct charge to this delivery order without the prior written approval of the Contracting Officer.

Upon issuance of written technical direction, the contractor shall submit for inspection of all work in progress at any time under this work assignment. The contractor shall develop and maintain files supporting each task.

The contractor shall contact the Contracting Officer (CO) and/or the Contract Level COR by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the CO and the Contract level COR.

CONTRACTOR IDENTIFICATION

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites.

CONTROL REQUIREMENTS

Quality Assurance Project Plan (QAPP):

All work conducted under this WA is subject to the guidelines of the contract quality management plan. A separate QAPP is not anticipated for this WA.

Organizational Conflict of Interest:

The contractor shall warrant that, to the best of the contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest,

as defined in FAR Subpart 9.5, or that the contractor has disclosed all such relevant information. See contract clause 1552.209-71 Organization of Conflict of Interest.

Notification of Conflicts of Interest Regarding Personnel:

The contractor shall immediately notify the Contract level COR and the Contracting Officer of (1) any actual or potential personal conflict of interest with regard to any of its employees working on or having access to information regarding this contract, or (2) any such conflicts concerning subcontractor employees or consultants working on or having access to information regarding the contract, when such conflicts have been reported to the contractor. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant in performing the contract work. See Section H.4, contract clause EPAAR 1552.209-73 Notification of Conflict of Interest.

Enforcement Sensitive Information:

The contractor recognizes that contractor employees in performing tasks specified by this WA may have access to data/information, either provided by the government or first generated during contract performance, of enforcement sensitive nature which should not be released to the public without Environmental Protection Agency (EPA) approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or WA, or with access to materials developed pursuant to such efforts, understand that this information is confidential and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

Project Employee Confidentiality Agreement

The contractor agrees that the contractor employee will not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice, or the contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPA Contract level COR or CO. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the contractor must provide immediate advance notification to the EPA so that the EPA can take action to prevent such disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.

Handling of Confidential Business Information (CBI)

Contractor's access to TSCA CBI must comply with the procedures set forth in the TSCA CBI Security Manual. Likewise, access to FIFRA CBI shall follow the security procedures set forth in the FIFRA Information Security Manual.

To the extent that the work under this contract requires access to proprietary or confidential business or financial data of other companies, and as long as such data remains proprietary or confidential, the contractor shall protect such data from unauthorized use and disclosure.

All files or other information identified as Confidential Business Information (CBI) shall be treated as confidential and kept in a secure area with access limited to only contractor personnel directly involved in the case or special project assignment. The contractor, subcontractor, and consultant personnel are bound by the requirements and sanctions contained in their contracts with the EPA and in EPA's confidentiality regulations found at 40 CFR Part 2, Subpart B. The contractor subcontractors, and consultant must adhere to EPA-approved security plans which describes procedures to protect CBI, and are required to sign non-disclosure agreements before gaining access to CBI.

All official data, findings, and results of investigations and studies completed by the contractor shall be available for EPA and DOJ internal use only. The contractor shall not release any part of such data without the written direction of the WACOR.

Conference/Meeting Guidelines and Limitations

The contractor shall immediately alert the EPA COR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA COR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

PERFORMANCE SURVEILLANCE PLAN

Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
<p>Management and Communications:</p> <p>During the life of this work assignment, the contractor shall notify EPA immediately of any issues that may impact the timeliness of deliverables of the problems associated with the development of deliverables.</p>	<p>The contractor shall maintain contact with the WACOR throughout the performance of the work assignment.</p> <p>The contractor shall identify to the WACOR any delays with regard to deliverables not less than one week prior to the deliverable date that has been established in the work assignment or technical direction document.</p> <p>The contractor shall identify to the WACOR any issues or concerns that have a direct impact on project schedules within three (3) days of occurrence.</p> <p>The contractor shall provide options for EPA's consideration on resolving or mitigating the impacts identified.</p>	<p>WACOR and CL-COR (as necessary) will allocate the time needed to discuss and address all issues identified by the contractor. The WACOR and CL-COR will document and maintain a complete record of the issues, agreements and outcome. The WACOR and CL-COR will review monthly progress reports for indicators of problems not previously mentioned. The WACOR will also monitor the timely receipt of deliverables. For those that are late without prior notice, the EPA will formally document to the Contracting Officer the late delivery.</p>	<p>If the contractor fails to implement corrective actions after EPA identifies and provided written documentation of performance issues, EPA will rate this performance category "unsatisfactory."</p> <p>If three or more the active work assignments for the period are rated unsatisfactory, EPA will rate the Business Relations category as unsatisfactory in the CPARS Contract Performance System.</p>

<p>Cost Management and Control:</p> <p>The contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.</p>	<p>The contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through monthly progress reports and approved special reporting requirements.</p> <p>The contractor shall assign appropriately leveled and skilled personnel to all tasks. The contractor should not exceed established work assignment ceilings and, in general, should expend dollars and hours at similar ratios. If either the expenditure of hours or dollars deviates significantly, the contractor shall provide an explanation in its Monthly Progress Report.</p>	<p>The CL-COR will routinely meet with the contractor's Project Manager to discuss the work progress and contract and individual work assignment level expenditures.</p> <p>The CL-COR and WACOR shall review the contractor's monthly progress reports and request the Work Assignment Managers to ensure that ceilings are not exceeded, that progress is being made, and that the contractor is effectively utilizing the LOE provided under the work assignment.</p>	<p>EPA will thoroughly review work assignment funding ceiling overruns to determine the contractor's ability to control the situation. If EPA determines that the contractor failed to control cost, the contractor will be rated "unsatisfactory" in this category.</p> <p>Multiple incidents of work assignment overrun that result in an overall cost overrun of greater than 4% of the approved total work assignment funding for the current contract period, will result in an unsatisfactory rating in the CPARS Contract Performance System.</p>
<p>Quality of Product/Services:</p> <p>The contractor shall ensure documents developed under this task order are quality products that are factual and based on sound science and engineering principles.</p>	<p>Products delivered under this work assignment must not contain any major factual errors. The analyses provided in each product shall be logical, consistent, and defensible.</p>	<p>The WACOR will review all documents delivered under this work assignment for content accuracy.</p>	<p>If EPA determines that the contractor's analyses is factually inaccurate or if significant technical errors are found in any documents produced by the contractor, EPA may determine that the cost associated with redoing the work shall be borne by the contractor.</p> <p>Multiple incidents of this nature under the contract will result in an unsatisfactory rating for Quality and Manage Control being reported to the CPARS Contract Performance System.</p>